



## Work Instruction (WI)

**DIRECTIVE NO.** [Code-WI-XXXX.Y.Z]

**EFFECTIVE DATE:** \_\_\_\_\_

**EXPIRATION DATE:** \_\_\_\_\_

**APPROVED BY Signature:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

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### COMPLIANCE IS MANDATORY

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**Responsible Office:** [Code / name of Office originating or responsible for this document]

**Title:** [Document Title]

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[As directives (GPDs, GPRs, GIDs, PGs, and WIs) are being prepared for formal coordination and publication, they will contain essential common standard elements and will be prepared in accordance with GPR 1410.1. Each page will contain a standard HEADER which includes the Document Number, Effective Date, Expiration Date, and Page # of #. If a process flow diagram is presented, please use Microsoft Word “autosshapes,” which is accessible from the “Insert/Picture” menu. The Change History Log will always be the last page of each directive.

PLEASE DELETE THE BRACKETED TEXT PRIOR TO SUBMITTING YOUR FINAL DOCUMENT]

## PREFACE

### P.1 PURPOSE

[Provide a clear statement identifying the reason or need for the directive.]

### P.2 APPLICABILITY

[Specify the GSFC organization(s) area, function, group, or personnel to which the directive applies. Exclusions may also be identified.]

### P.3 REFERENCES

[List and identify, by number and title, (1) all documents which are either referenced in the body of the procedure or employ the subject procedure as a reference, and (2) forms that are applicable to the implementation of the procedure. References in all directives are assumed to be the most recent approved version unless otherwise indicated.]

### P.4 CANCELLATION

[List and identify, by number and title, (1) the previous version of the document as canceled, and (2) other documents that are canceled because they were incorporated into or replaced by the directive or revision.]

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT

<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

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## **P.5 TOOLS, EQUIPMENT, AND MATERIALS**

[List specific/special tools, equipment, and materials required to perform the instruction. The list shall be detailed (e.g., serial numbers, lot date codes, etc.) to the degree necessary to perform the instruction in a satisfactory manner. Clearly identify all required Personal Protective Equipment.]

## **P.6 SAFETY PRECAUTIONS AND WARNINGS**

[Identify key hazards applicable to this procedure, along with the hazard analysis tools used to identify them. Use one or more of the hazard analysis tools appropriate to this activity, such as the Task Safety Analysis or the Chemical Lab Safety Analysis tools, or equivalent, found at [URL http://safety1st.gsfc.nasa.gov/](http://safety1st.gsfc.nasa.gov/). This instruction may contain a link to the completed analysis if so desired.]

## **P.7 TRAINING**

[Identify any training requirements associated with the implementation of the described process. Identify required QMS training as defined (see GPR 3410.2).]

## **P.8 RECORDS**

[Describe all records, including forms recommended or required to carry out the requirements of the WI. In addition, identify in a Records Table, all records resulting from the WI, the record custodian(s), the record retention schedule, and associated retention period reflected in NPR 1441.1.]

<b>Record Title</b>	<b>Record Custodian</b>	<b>Retention</b>
		*
		*

\* *NRRS – NASA Records Retention Schedule* ([NPR 1441.1](http://nrrs.nasa.gov/))

## **P.9 MEASUREMENT/VERIFICATION**

[Identify any measurements or other metrics associated with determining the effectiveness of this process to achieve planned results.]

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## Instructions

In this document, a requirement is identified by “shall,” a good practice by “should,” permission by “may” or “can,” expectation by “will,” and descriptive material by “is.”

[In a step-by-step sequence, via a narrative or a flow diagram, identify each action required to perform the task. For each step description, the following guidelines shall be considered:

- Identify special working conditions
- Identify requirements/specifications such as pressure, temperature, voltage settings, etc.
- Identify accept/reject criteria
- Identify data records or forms that must be completed
- Include aids that will help the user such as checklists, diagrams, schematics, tables, etc.
- Identify any safety concerns, warnings, or other safety notes. Identify the procedure steps to which safety constraints apply, and identify the safety constraints applicable. Clearly highlight all warning notes in **bold type**.]

## Flow Diagram

[Include if considered an aid in understanding the instruction.]

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### **Appendix A – Definitions**

[Define only those terms unique to the activity/process being described. List them in alphabetical order and number A.1, A.2, ....]

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## **Appendix B – Acronyms**

[List in alphabetical order.]

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## CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline		Initial Release
A  [if this is the baseline version, leave this and the remaining Revision blocks blank]		

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